SPMS REPORTS

REPORT NAME	REPORT DESCRIPTION	RUNTIME PARAMETERS	ROLES THAT CAN RUN THIS REPORT	
Bonus and One-Time Payments	The report will identify the workers in the specified Supervisory Org that have received a Bonus or One-Time Payment during the specified timeframe.	Start Date End Date Supervisory Organization Include Subordinate Organizations External Pay Groups <- no entry required	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner DBM Central Partner	Budget Administrator Budget & Finance Partner Payroll Partner CPB Reviewing Partner
CPBI Job Management Report	The report will identify all workers for a specified Supervisory Org for a CPBI Agency	Supervisory Organization Include Subordinate Organizations	HR Coordinator - CPBI Appointing Authority	
Positions with Overlap	The report will identify all of the Positons that have an overlap as of the Effective Date specified	Effective Date Supervisory Organization Include Subordinate Organizations	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst Central Recruitment Partner DBM Central Partner	Budget Administrator Budget & Finance Partner Recruiter Payroll Partner CPB Reviewing Partner Timekeeping Partner HR Liaison Matrix Liaison
Print I-9 Form for Workers	This report will print the completed I-9 Form for the specified worker(s).	Form I-9s for Printing	HR Coordinator HR Partner Appointing Authority Partner DBM Central Partner	
SPMS Acting Capacity	The report identifies all workers for the specified Supervisory Org who have/had Acting Capacity during the specified timeframe.	Supervisory Organization Include Subordinate Organizations Workflow States (In Progress, Successfully Completed, etc.) Start Date End Date	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst	Budget & Finance Partner HR Liaison Matrix Liaison
SPMS Acting Capacity with SSN	The report identifies all workers (with their SSN) for the specified Supervisory Org who have/had Acting Capacity during the specified timeframe.	Supervisory Organization Include Subordinate Organizations Workflow States (In Progress, Successfully Completed, etc.) Start Date End Date	Payroll Partner CPB Reviewing Partner	
SPMS ASR	The report will be utilized to identify the workers to be processed for an ASR.	Job Profiles	Compensation Partner	
SPMS Bonus and One-Time Payments with SSN	The report will identify the workers (with their SSN) in the specified Supervisory Org that have received a Bonus or One-Time Payment during the specified timeframe.	Start Date End Date Supervisory Organization Include Subordinate Organizations External Pay Groups <- no entry required	Payroll Partner CPB Reviewing Partner	
SPMS COLA	The report will be utilized to identify the workers to be processed for a Cost of Living Adjustment (COLA).	Compensation Grade	Compensation Partner	

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REPORT NAME	REPORT DESCRIPTION	RUNTIME PARAMETERS	ROLES THAT CAN RUN THIS REPORT	
SPMS Compensation Changes	The report identifies all workers for the specified Supervisory Org who have had a compensation change during the specified timeframe. The compensation changes include: Acting Capacity, Salary Adjustment, COLA/Increment Retro Update, Hire, Promotion, Demotion	Start Date End Date Supervisory Organization Include Subordinate Organizations Workflow States (In Progress, Successfully Completed, etc.)	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner	Budget Administrator Budget & Finance Partner HR Liaison Matrix Liaison
SPMS Compensation Changes with SSN	The report identifies all workers (with their SSN) for the specified Supervisory Org who have had a compensation change during the specified timeframe. The compensation changes include: Acting Capacity, Salary Adjustment, COLA/Increment Retro Update, Hire, Promotion, Demotion	Start Date End Date Supervisory Organization Include Subordinate Organizations Workflow States (In Progress, Successfully Completed, etc.)	Payroll Partner	
SPMS Contract Employee Details	This report will identify all contractual - fixed term workers with a contract date between the specified Contract Start/End Dates.	Contract Start Date Contract End Date Contract Statuses (Open, Closed, Pending) Contract Types	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner DBM Central Partner	Budget Administrator Budget & Finance Partner Payroll Partner HR Liaison Matrix Liaison
SPMS Current Employee Detail Report	The report will identify all workers (state/regular, contractual, temporary, contingent) associated with the specified Supervisory Org and Effective Date.	Supervisory Organization Include Subordinate Organizations Effective Date	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst	Budget & Finance Partner Benefits Partner Payroll Partner HR Liaison Matrix Liaison
SPMS Find Workers	The tool will all the user to identify active workers that meet user-specififed criteria.	Search Criteria Avaialble Inlcude: Job Profile Age Range Gender Worker Type Worker Sub-Type Management level Supervisory Org Cost Center	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst Central Class Support Central Recruitment Partner DBM Central Partner	Budget Administrator Budget & Finance Partner Benefits Partner Recruiter Payroll Partner Timekeeping Partner HR Liaison Matrix Liaison
SPMS Frozen Pins	This report will identify all of of the Positions currently frozen for the specified Supervisory Org. The report will identify the freeze reason including, DBM Budget Frozen, DBM CAS Frozen and Agency Frozen.	Supervisory Org Include Subordinate Organizations?	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst Central Class Support Central Recruitment Partner DBM Central Partner	Budget Administrator Budget & Finance Partner Recruiter HR Liaison Matrix Liaison
SPMS Increment Report	The report will be utilized to identify the workers to be processed for an Increment	Compensation Grade Increment Month	Compensation Partner	

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REPORT NAME	REPORT DESCRIPTION	RUNTIME PARAMETERS	ROLES THAT CAN RUN THIS REPORT	
SPMS Job Catalog	The report identifies all active Job Profiles (Class Codes) along with the attributes of each Job Profile, including: Bargaining Unit Job (Service) Category Management Level Exempt/Non-Exempt Status NCP Series Vacancy Downgrade Series Benchmark or Special Conditions EEO Code Work Area	None	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst Central Class Support Central Recruitment Partner DBM Central Partner	Budget Administrator Budget & Finance Partner Recruiter CPB Reviewing Partner Reviewing Partner Timekeeping Partner HR Liaison Matrix Liaison
SPMS MD Supervisory Organization	The report identifes all of the Supervisory Org nodes within a specified Supervisory Org.	Supervisory Organization Include Subordinate Organizations	HR Administrator	
SPMS Position Count	The report will identifies the count of Filled and Open Positions by Job Profile and Bargaining Unit. The report provides the ability to drill-down into the the worker details for each position count.	Supervisory Organization Include Subordinate Organizations Budget Status	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst Central Recruitment Partner DBM Central Partner	Budget Administrator Budget & Finance Partner HR Liaison Matrix Liaison
SPMS Position Description (MS-22) for Worker(s)	The report will print a MS-22 Position Description for one or more workers or Positions.	Worker Filled Positions Unfilled Positions Note: You may specify one of more Workers or Positions at a time	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst Central Class Support Central Recruitment Partner DBM Central Partner	Budget Administrator Budget & Finance Partner Recruiter HR Liaison Matrix Liaison
SPMS Reclassifications Awaiting Action	The report will identify all In Progress Edit Position Restriction > Reclassification events.	None	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst Central Recruitment Partner DBM Central Partner	Budget Administrator Budget & Finance Partner Recruiter
SPMS Reclassifications Completed	The report will identify all In Progress Edit Position Restriction > Reclassification events that were completed during the specified timeframe.	Start Date End Date	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst Central Class Support Central Recruitment Partner DBM Central Partner	Budget Administrator Budget & Finance Partner Recruiter

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REPORT NAME	REPORT DESCRIPTION	RUNTIME PARAMETERS	ROLES THAT CAN RUN THIS REPORT	
SPMS Salary Schedules	This report with display the specified salary schedule.	Compensation Grades	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst Central Class Support Central Recruitment Partner DBM Central Partner	Budget Administrator Budget & Finance Partner Recruiter Reviewing Partner HR Liaison Matrix Liaison
SPMS Title Rate	This report will display the Title Rate File.	None	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst Central Class Support Central Recruitment Partner DBM Central Partner	Budget Administrator Budget & Finance Partner Recruiter Reviewing Partner HR Liaison Matrix Liaison
SPMS View All Positions	The report will identify all Closed, Open, Filled and/or Frozen Positions as of an Effective Date.	Supervisory Organization Include Subordinate Organizations Position Status (Closed, Filled, Frozen, Open) Include Open Positions Available On or Before	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst Central Class Support Central Recruitment Partner DBM Central Partner	Budget Administrator Budget & Finance Partner Recruiter Payroll Partner Timekeeping Partner HR Liaison Matrix Liaison
SPMS Worker Change History Report	This report will identify workers who have had a Buisness Process, Supervisory Org, Job Profile, Manager, Cost Center, Time Type or Compensation change during the specified timeframe.	Supervisory Organization Include Subordinate Organizations Include Managers Start Date End Date	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst DBM Central Partner	Budget & Finance Partner
SPMS Position Budget Data	The report will identify all Open, Filled and Frozen Positions as of an Effective Date along with Cost Center, Fund/Fund% and RSTARS designations.	Supervisory Org Include Subordinate Organizations? Effective Date Budget Status (Budgeted, Non-Budgeted)	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst Central Recruitment Partner DBM Central Partner	Budget Administrator Budget & Finance Partner Payroll Partner CPB Reviewing Partner Timekeeping Partner
SPMS Expired Probationary Periods	This report will identify workers with a probationary period that has ended.	Supervisory Organization Include Subordinate Organizations Include Managers	HR Coordinator HR Partner Appointing Authority Partner	DBM Central Partner
SPMS Upcoming Probationary Periods	This report will identify workers who have an open probationary period.	Supervisory Organization Include Subordinate Organizations Include Managers	HR Coordinator HR Partner Appointing Authority Partner	DBM Central Partner

SPMS REPORTS

REPORT NAME	REPORT DESCRIPTION	RUNTIME PARAMETERS	ROLES THAT CAN RUN THIS REPORT	
SPMS Worker Personal Data Change Audit Report	The report will identify workers (with their SSN) that have had personal or contact changes during the specified timeframe. This report will be utilized by DBM EBD to keep BAS data in-synch with SPS worker changes.	Start Date End Date	Benefits Partner	